simultaneously due to space limitations on the screen.  As errors are corrected and **Enter** is pressed, the remaining error messages are displayed.  Once all errors are corrected and **Enter** is pressed, the transaction is successfully written.

Refer to Volume 4, Error Correction, for information on the meanings, probable causes and action(s) needed to correct errors.

**Entering Another Transaction**
Once a transaction is successfully written (saved) by pressing **Enter**, a new screen is displayed.  The information contained on the new screen is dependent on which function was previously selected and if defaults were set.  The 5-digit Transaction Sequence Number is incremented by one.  When the last transaction for a batch has been successfully entered, press **F5**-Batch Header.

<u>CAUTION</u>:     The last transaction in the batch must be "successfully written" (**Enter** key pressed) before pressing **F5**.  Otherwise, whatever data on the screen when **F5** is pressed is <u>deleted</u>.

**Force Entry Of A Transaction**
There may be occasions when a transaction should be written (saved), even if there are errors.  For example, a Vendor Number may not be on file, but will be entered the same day.  Since <u>table entries</u> post *before* <u>financial transactions</u>, the transaction may post properly if the online edit features are bypassed.  A transaction with online errors may be 'saved' by pressing **F10**-Force.  When **F10** is pressed, a message is displayed at the bottom of the screen: '174-FORCED TRANSACTION SUCCESSFULLY WRITTEN'.

**Fund Control Override**
A W in the ERR OVRD field will override all errors which can be corrected by using data element 44 with a value of W during error correction.  The overridden transaction  will show as a Warnings on the Edit Activity Error Report (CFB800-2).

## Document File Data Retrieval (F4)

This feature is designed for accounting transactions that adjust or liquidate Document File (DF) records.  The intent is to save key entry time and to improve data accuracy and completeness by having the system retrieve data from the DF for populating the Transaction Entry screen.  Up to seventeen entry fields will be populated by this feature, as illustrated below by '**N**' shown in those fields.

```
9990 Cash Receipt Transaction Entry                         09-16-2007 12:48 PM

 Function: A  (A=Add, C=Change, D=Delete, I=Insert)     Go to Seq Nbr:
              (N=Next, P=Print Trans, R=Resequence, S=Search)
 BATCH:
  DATE    : 09-16-2007      TYPE  : 02          NUMBER: 999     FM: 02
                            SEQ NBR:    1       MODE  : EDIT ONLY


 TC      : 142       MODIFIER : _             FFY      : 2007
 REF DOC/S: A9900288 01 VENDOR/S > _____ __  DOC DATE  : __ __ ____
 CUR DOC/S: _____ __   INDEX    > ____        OBJ DTL/AO: __ __
 PCA     > _____     AMOUNT   : _____  REVERSE   : _
 PROJ/WP > _____ __ LC DPOSIT: __ _____       SOURCE/AS : _____ __
 APPN SYM : ___      FUND SRCE: _               FUND/DTL  : ____ __
 METHOD   : _        SUBSIDRY : _____        GLAN      : ____
 PCA ACTY : ____     LOCATION : _____          MULTI PUR : _____
 ERR OVRD > _        VEND INFO: _




 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit  GetDF BHdr  LBtch Bkwrd Frwrd Clear Force Dfalt Main
 Enter information to be added
```

The following criteria are used to determine how and if particular data will be
retrieved from the Document File:

   ✪ Reference Document Number and *Suffix* is appropriate, even if the Suffix is
     not keyed.

     **NOTE**:  If a Reference Document Number is entered without a Suffix and
               that Document Number exists on file with more than one Suffix
               (e.g., 00, 01, etc.) then a pop-up screen is displayed with the
               multiple suffix records.  View and select the appropriate record.

   ✪ The PCA is retrieved from the Document File.  Funding information
     (Appropriation Symbol, Fund, Fund Source, and Method) is only retrieved if it
     is different than the disbursing segment on the PCA table.

   ✪ Vendor *Name* is retrieved only if the DF Vendor *Number* is blank.

   ✪ Blank fields retrieved from the DF record are considered valid values.

To use this feature:

   1. Enter the Transaction Code (**TC**), Funding Fiscal Year (**FFY**) and Reference
      Document Number/Suffix (**Ref Doc/S**), Suffix is optional

   2. Press the **F4** key.